

# AMERICAN EMBASSY MALABO, Equatorial Guinea

## Vacancy Announcement

No. 2011-08	Date: February 25, 2011	Ref:
Subject:	INFORMATION SYSTEMS ASSISTANT	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates  
**POSITION:** INFORMATION SYSTEMS ASSISTANT, FSN-9  
**OPENING DATE:** February 25, 2011  
**CLOSING DATE:** Open until filled  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** 18,722,138 XAF p.a.  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.  
No transportation, transfer or housing costs are authorized.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE OBTAINED WORK AND RESIDENCY PERMITS BY THE CLOSING DATE.**

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **INFORMATION SYSTEMS ASSISTANT**.

### **BASIC FUNCTION OF POSITION**

As information Systems Assistant, incumbent has primary responsibility for the management of the Local Area Network (LAN) system, the OpenNet Plus including the Wide Area Network (WAN). He/she performs server and client hardware and software installation, applies network security and Department of State (DoS) standard settings as prescribed, monitors and analyzes network performance and capacity to improve network design, and customizes software applications to meet end-users requirements and needs. Incumbent provides end-users support and training on various applications and software as required.

### **POSITION REQUIREMENTS**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.**

1. **Education:** Bachelor Degree in Computer Sciences, Software Engineering, Mathematics, Information Technology, Systems Engineering, Computer Systems Security, Computer Systems Analysis, Network Systems and Data Communications, Network and Communication Systems Administration or Data Base Administration.
2. **Experience:** Three years of progressively responsible professional experience in computer applications and network design and management, especially on a multi-subnet environment using Windows 2000 operating system.
3. **Language:** Level IV (Good Working Knowledge) Speaking/Reading English are required.
4. **Job knowledge:** Must have an in-depth understanding of Local Area Network hardware/software components, Microsoft Windows operating systems, and capability to self-instruct in the area of application/hardware installation and use.

5. **Skills and Abilities:** Incumbent must be a certified MCP (Microsoft Certified professional). Must be able to manage all aspects of a LAN environment and to work independently and be resourceful in locating and developing sources, contacts, e.g., vendors, bulletin boards, and online technical support. Must possess strong interpersonal skills to work with end-users at all levels at post, as well as Bureau, Department personnel and vendors; considerable verbal and design program development skills to discuss complex problems with non-computer personnel. Exercise of tact and good judgment in dealing with the public. Ability to work efficiently under continuous pressure. Ability to draft correspondence in correct English and Spanish. Exercise of good judgment in evaluating evidence and applying regulations.

### **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of "Needs Improvement" or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position must submit their applications according to the instructions below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**), available at the Embassy Gate and Internet Web site. This form must be completed in English;
  2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications for the position as listed.
  3. Indicate the position title and the vacancy announcement number on the top right corner of the envelope or application form.
  4. If applying by email, indicate the position title and vacancy announcement number on the subject line and send the application to the following address: [malaboapplicant@state.gov](mailto:malaboapplicant@state.gov)
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

### **SUBMIT APPLICATION TO:**

**Embassy of the United States of America,**  
**KM-3 Carretera de Aeropuerto (El Paraíso),**  
**Malabo - Equatorial Guinea**

or [malaboapplicant@state.gov](mailto:malaboapplicant@state.gov)

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**POINT OF CONTACT:**

Tel: (+240) 333098 895, HR Section

**DEFINITIONS**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen Eligible Family Members (EFM) and EFMs of Foreign Service, Civil Service and uniformed service members who are eligible for employment under a US government pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
  - Have US citizenship;
  - Be at least age 18;
  - Be listed as a spouse or dependent on the travel orders of a Foreign, Civil Service or uniformed service member permanently assigned to, or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
    - Be resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
    - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

<b>THIS POSITION WILL CLOSE ONCE FILLED</b>
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**AN EQUAL OPPORTUNITY EMPLOYER**

The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.